



California Housing Finance Agency

Job Opportunity

Office Assistant (General) Vacancy #419

Salary Range	\$2,074 – \$2,770
Final File Date	June 13, 2013
Division	Legal Division
Specific Location	500 Capitol Mall Drive, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	<p>Contact Christina Winchester at 916-326-8003 or CWinchester@calhfa.ca.gov for questions. Please do not email your application or resume. Emailed applications will not be accepted. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929 or from voice phones: 800-735-2922.</p>
Eligibility	<p>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p>Non-State Employees: To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our website's exam page at http://www.calhfa.ca.gov/about/employment/exams.htm and on the State Personnel Board's website at https://forms.spb.ca.gov/bulletins/.</p> <p>To learn more about exams, how to get a job with the state, and the state's hiring process in general, visit the State Personnel Board's website at http://jobs.ca.gov/GeneralInfo/FAQ.</p> <p>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN THE "EXPLANATIONS" BOX OF YOUR APPLICATION – YOUR APPLICATION MATERIAL MAY NOT BE CONSIDERED WITHOUT THIS INFORMATION.</p> <p>RESUMES ONLY WILL NOT BE ACCEPTED. A STANDARD STATE APPLICATION IS REQUIRED. IT IS OKAY IF A RESUME IS SUBMITTED IN CONJUNCTION WITH AN APPLICATION.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Please do not email your application or resume. Emailed applications will not be accepted.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034</p> <p>Applications are available at the State Personnel Board's web site at http://jobs.ca.gov/Profile/StateApplication.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #419, OFFICE ASSISTANT (GENERAL).</p>
Duties	<p>CalHFA is a small department located downtown at 500 Capitol Mall Drive. Our organization is close to light rail and other forms of public transportation.</p> <p>Under general supervision of the Assistant Chief Counsel, and the guidance and instruction of attorneys, the Public Records Officer and other Housing Finance Specialists, the Office Assistant will provide clerical support to the Legal Division. The incumbent must have an intermediate level working knowledge of Microsoft Word, PowerPoint, and Outlook. The incumbent must be organized and detail-oriented, with excellent proofreading skills. Duties include but are not limited to:</p> <p><u>Essential Functions</u></p> <p>40% Provides general clerical support to professional level legal staff such as, copying, faxing, mailing, completing forms, document scanning, word processing, and distribution of reports, materials and information.</p>

<p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<div><div>30%</div><div>Assists the Public Records Officer in responding to document requests by communicating with Agency units to coordinate obtaining records; gathering original records and/or copies of Records from Agency units; assembling records for review by the Public Records Officer; supervising visits by records requesters to review records in person; photocopying paper records; burning electronic records to CD; preparing materials for mailing to records requestor; boxing records for shipping; creating mailing labels and overnight air bills; assembling electronic and/or paper copies of records for clients and Public Records Officer; scanning completed files into database/iManage; creating and assembling electronic PDF files; organizing paper file copies, preparing file folders, creating file labels, and creating file work-up sheets; preparing files for storage; ordering files from storage; attending meetings and seminars with the Public Records Officer. Assist the Public Records Officer in preparing for training workshops for Agency staff in Public Records Act and Financial Privacy by creating new PowerPoint shows and updating existing PowerPoint shows; creating handouts of PowerPoint slides; downloading public materials from state agency and other websites for handouts; assembling, photocopying, organizing, indexing, and placing handouts in folders; preparing and affixing folder labels; reserving meeting rooms; attending workshops with Public Records Officer to assist with set-up, take-down, and other needs; obtaining signatures on sign-in sheets and tracking attendance on Microsoft Excel spreadsheet; assisting in preparation and roll-out of annual recertification programs in Public Records Act and Financial Privacy.</div></div> <div><div>10%</div><div>Responsible for the Statement of Economic Interest (Form 700) and Ethics Certification tracking; logging the Form 700's and Ethics Certificates on an Excel spreadsheet; scanning and profiling Form 700's and Ethics Certificates in iManage; filing Form 700's and Ethics Certificates in the appropriate files; mail annual Form 700 and Ethics Certification materials to consultants; provide copies of Form 700's to the General Counsel and to the Assistant Chief Counsel for review; preparing files for storage.</div></div> <div><div>10%</div><div>Assists in the preparation of services contracts and contract amendments</div></div> <div><div>Marginal Functions</div><div>10%</div><div>Participates in section, division and agency activities, attends staff meetings and training, facilitates various forums, assists with special projects, and performs other duties as assigned.</div></div>
6/5/2013	